



ADOPTION POLICY CHANGES EFFECTIVE OCTOBER 1, 2013

ADM 100, 110, 140, 400, 510, 520, 560, 570, 610, 680,
710, 800, 810, 820, 840, 850, 860, 870, and 880.



ADM 100-ADOPTION SERVICES

Clarification was made to the adoption referral process to state:

- **Children are referred for adoption services following termination of parental rights or following the voluntary release of parental rights with commitment to DHS.**

ADM 110-LEGAL REQUIREMENTS

The following sections were added to policy:

- **2011 PA 30, as amended, [MCL 400.209]:**

- This Act amended the Michigan Children's Institute (MCI) Act to permit the Michigan Children's Institute (MCI) superintendent to designate his or her authority to consent to the adoption, marriage, guardianship, or emancipation of any child who may have been committed to MCI.

- **1939 PA 280:**

- The Social Welfare Act is an Act to protect the welfare of the people of this state, create a state department to provide general assistance, hospitalization, infirmary and medical care to poor or unfortunate persons, to aged persons, the blind, disabled and for the prevention and treatment of delinquency, dependency and neglect of children.





ADM 140-ADOPTION STAFF OBLIGATION TO REPORT SUSPECTED ABUSE AND NEGLECT

All adoption workers and supervisors must report suspected child abuse and neglect.

Reporting requirements and procedures are now found in the DHS Employee Handbook is found on the DHS-Net>Human Resources.

ADM 400-RECRUITMENT EFFORTS

The following requirement for adoption workers was added to policy:

- The adoption worker must review the “Let’s Talk” booklet from the Michigan Adoption Resource Exchange (MARE) with children who are nine years and older. The adoption worker and child should determine together which recruitment tools will be utilized based on the child’s wishes.

Note: The child will need to sign this booklet to verify that they have reviewed it with their worker and a copy must be included with the MARE registration form for the child.



ADM 510-ADOPTIVE FAMILY ASSESSMENTS

Assessment Time Frames:

- The DHS-612, Adoptive Family assessment Addendum must be completed within 30 calendar days from the date of assignment of the case to an adoption worker for a family who has a previously approved BCAL-3130, Initial foster Home/Adoption Evaluation.
- Exceptions must be documented in the DHS-614, Quarterly Adoption Progress Report, and approved at the next permanency hearing. A copy of the report should be submitted to the DHS adoption program office for any exceptions.

Distribution:

- A copy of the completed assessment must be sent to the local DHS monitor for inclusion in the child's permanent record.



CONTINUATION:

ADM 510-ADOPTIVE FAMILY ASSESSMENTS

MCI Superintendent Consultation:

- If the caregiver for the child is requesting to be considered for adoption but is not recommended for adoption, the MCI superintendent's office **must** be consulted prior to making an adoptive placement recommendation.

MCI Superintendent Review:

- Following this review, a written determination, using the DHS-96, MCI Determination For Individual's Placed On Central Registry Requesting Consent, must be completed by the Michigan Children's Institute (MCI) office and sent to the adoption worker.





ADM 520-BACKGROUND CHECKS, CLEARANCES, CRIMINAL HISTORY CHECKS, AND FINGERPRINTING

Prospective adoptive parents who are licensed for foster care in Michigan will have had the required clearances completed during the foster home licensing or renewal process. These clearances must be current within the last 12 months and reviewed by the adoption worker for inclusion in the DHS-612, Adoptive Family Assessment Addendum.

ADM 560-APPROVAL/DENIAL OF ADOPTION APPLICANT

Overview:

- If a family has applied for adoption of a specific Michigan Children's Institute (MCI) ward, the adoption worker makes a **recommendation** to the MCI superintendent or his or her designee and the MCI superintendent or his or her designee makes a final determination of approval or denial for consent to adopt;. see ADM 870, Denial of MCI Consent to Adopt a Specific Child.



CONTINUATION: ADM 560-APPROVAL/DENIAL OF ADOPTION APPLICANT

Case Conference for Denial:

- The DHS-605, Recommendation to Deny Consent, notifies adoptive applicants that they may request a case conference within 14 calendar days of receipt of the notification of denial to approve for adoption. A case conference provides an opportunity for the adoptive applicants and the child placing agency to review the decision.

Note: When a case conference is not requested within 14 calendar days of receipt of the denial form, the adoption worker must submit a copy of the DHS-605, Recommendation to Deny Request, with the consent packet to the MCI office for review and written determination, regardless of a recommended adoptive family being identified.

- The case conference must be scheduled and held within 14 calendar days of the receipt of the adoptive applicant(s) request.



CONTINUATION: ADM 560-APPROVAL/DENIAL OF ADOPTION APPLICANT

- The written decision must be sent along with a consent packet to the Michigan Children's Institute (MCI) Superintendent for a consent decision in **all** cases, even if the adoption worker has submitted a DHS-309 for a recommended adoptive family or if there is currently no identified competing party. The final written recommendation should include:
 - The additional information that was presented or provided by the applicant.
 - Consideration of information provided during the case conference.
 - A final recommendation regarding approval or denial of the adoption applicant.



ADM 570-MARE REGISTRATION OF APPROVED FAMILIES

MARE Family Registry:

The family or their child placing agency must complete the Family Registration Form (available online at: <http://mare.org/Forms/familyreg.html>) or submit a copy of the current BCAL-3130, Initial Foster Home/Adoption Evaluation, including all addenda to:

Michigan Adoption Resource Exchange
P.O. Box 980789
Ypsilanti, Michigan 48197



ADM 610-PLACEMENT DECISIONS FOR ADOPTION OF A SPECIFIC CHILD

Planning Following A Disrupted Adoption:

- A face-to-face case review must be held at the time of a disrupted adoption and includes at a minimum: the current adoption worker, the adoption supervisor and a permanency resource monitor or adoption resource consultant; see ADM 400 child-specific recruitment requirements



CONTINUATION:

ADM 610-PLACEMENT DECISIONS FOR ADOPTION OF A SPECIFIC CHILD

Review Plan for Children With An Identified Adoptive Family:

A case review is required for children with an identified family when adoptive placement has not been achieved within six months of the family signing the DHS-4809. The schedule of case review meetings is as follows:

- At six and nine months of the DHS-4809 being signed, a face-to-face case review meeting must occur and include at a minimum: the adoption worker, the adoption supervisor, and the prospective adoptive family.
- In cases where an adoptive placement has not occurred within one year of the DHS-4809 being signed, a case review meeting must occur and include at minimum: the adoption worker, the adoption supervisor, the prospective adoptive family, an outside expert engaged by DHS with expertise in permanency and adoption process and planning. This review must occur between nine and twelve months of the DHS-4809 being signed and must be held on a quarterly basis thereafter until the Order Placing Child After Consent is issued. Documentation of these case reviews and efforts to achieve adoption must be maintained in the child's adoption record for review and, upon request submitted to the Adoption Program Office for review.





ADM 680-APPLICATION FOR SUBSIDY PROGRAMS

The DHS Publication 538, Michigan's Adoption Subsidy Program and the DHS-4081, Adoption Assistance Intent Statement must be provided to the prospective adoptive family at the time the DHS-4809, Intent to Adopt is given to the family.

ADM 710-STATE WARD TRACKING SYSTEM AND REGISTRATION ON THE MICHIGAN ADOPTION RESOURCE EXCHANGE

Registration Following A Dissolved Adoption:

The adoption worker must submit a child registration to MARE within 30 calendar days of the order of termination/release of the adoptive parents parental rights; an exception may be granted by the DHS Adoption Program Office.



CONTINUATION: ADM 710-STATE WARD TRACKING SYSTEM AND REGISTRATION ON THE MICHIGAN ADOPTION RESOURCE EXCHANGE

MARE Forms:

For Children who are photolisted on the Michigan Adoption Resource Exchange (MARE) website and a potential adoptive family is in process of being identified or a change in the child's plan is in process, the adoption worker must use one of the photolisting status change forms to identify the status of the adoption process next to the child's photolisting on the MARE website within five calendar days of a status change occurring:

- Photolisting Status Change-PLACEMENT PENDING. This form must be submitted to MARE when a file disclosure is in process, the child is visiting with a family or a relative is being explored prior to the DHS-4809, Intent to Adopt being signed and/or the potential family has not been approved for adoption.
- Photolisting Status Change-REVEIWINHOMESTUDIES FORM. This status form must only be submitted to MARE to display this status on the MARE website after the 21-day time frame from the first family inquiry per policy.
- Photolisting Status Change Form-OTHER. This form must be submitted to MARE if the court ordered recruitment to cease or for a goal change.



ADM 800-ROLES AND RESPONSIBILITIES OF MICHIGAN CHILDREN'S INSTITUTE (MCI)

Introduction:

- The MCI superintendent may appoint a designee to consent to adoption, juvenile guardianship, marriage, or emancipation of a child who is an MCI ward.

Public Use of Photographs and Media Interviews of MCI Wards:

- Media interviews of children and release of photographs for children who are MCI wards, must be approved by the MCI superintendent. The MCI superintendent has authorized the use of interviews and the release of photographs of MCI wards for child specific adoption recruitment purposes without prior approval **only** when the child has been consulted, is in agreement and has signed the “Let’s Talk” booklet; see ADM 400. See FOM 722-11, Foster Care - Delegation of Parental Consent for further information.



CONTINUATION:
ADM 800-ROLES AND RESPONSIBILITIES OF
MICHIGAN CHILDREN'S INSTITUTE (MCI)

Consultation With the Attorney for the Child:

- MCL 400.204 provides that an attorney for a child who has been committed to the Michigan Children's Institute (MCI) and the MCI superintendent may communicate with each other regarding issues of commitment, placement and permanency planning. In addition, if the child's attorney has an objection or concern regarding such an issue, the superintendent and the child's attorney shall communicate with each other.



CONTINUATION:

ADM 800-ROLES AND RESPONSIBILITIES OF MICHIGAN CHILDREN'S INSTITUTE (MCI)

Consultation with Child Placing Agencies:

- Child placing agencies engaged in permanency planning for MCI wards may consult with the MCI office at anytime to discuss issues related to permanency planning decisions or services for MCI wards. It is recommended that workers consult with their supervisor prior to contacting the MCI office. A plan that involves separating siblings or removing a child from a foster or relative home interested in adoption when there is no imminent risk of harm **must** be discussed with the MCI office prior to any replacement (see FOM 722-3, Foster Care - Placement/Replacement).



CONTINUATION: ADM 800-ROLES AND RESPONSIBILITIES OF MICHIGAN CHILDREN'S INSTITUTE (MCI)

Other Inquiries:

- Letters and telephone calls received by the MCI office from foster and adoptive parents, attorneys and other interested parties are reviewed and responded to as appropriate. Information submitted that pertains to specific cases is retained by the MCI office for future reference.



CONTINUATION: ADM 800-ROLES AND RESPONSIBILITIES OF MICHIGAN CHILDREN'S INSTITUTE (MCI)

Foster Care Review Board Appeals for MCI Wards:

- MCL 712A.13b permits foster parents to appeal a proposed change of foster home placement of an MCI ward to the Foster Care Review Board (FCRB). The FCRB must investigate the proposed change of placement and must report the findings and recommendations to the MCI Superintendent for MCI wards.
- If the FCRB does not support the change of placement, the MCI Superintendent must make a decision regarding the child's placement within 14 days and must inform each interested party. (See FOM 722-3, Foster Care - Placement/Replacement.)



CONTINUATION:

ADM 800-ROLES AND RESPONSIBILITIES OF MICHIGAN CHILDREN'S INSTITUTE (MCI)

Discharge Criteria for State Wards (Act 220 or Act 296):

- See FOM 722-15, Foster Care - Case Closing for specific policies regarding early discharge for MCI wards.

Restoration of Custody to Parent:

- See FOM 722-15, Foster Care - Case Closing for specific policies regarding placement of an MCI ward back into the care of their parent(s).

Authorization for Marriage and Military:

- See FOM 722-11, Foster Care - Delegation of Parent Consent for specific policies regarding MCI Superintendent authorization for marriage and entry of an MCI ward into the military.





ADM 810-CASE PLANNING AND CONSULTATION FOR MICHIGAN CHILDREN'S INSTITUTE WARDS

**This policy section has been incorporated into
ADM 800.**



ADM 820-MICHIGAN CHILDREN'S INSTITUTE (MCI) WARD ADOPTION CONSENT PROCESS

Language including Pub Act 30 of 2011 amended the MCI Law to allow the MCI superintendent to designate his or her authority for Consent to adoption, guardianship, marriage, or emancipation of a child who is an MCI ward, was added to this section.

ADM 830-ADOPTION CONSENT PACKETS - REQUIRED DOCUMENTATION

These additional documents must be submitted with the consent packet for competing parties:

- DHS-605, Recommendation to Deny Request.
- Copy of the agency final recommendation follow a case conference, if a case conference was requested in the required time frame.
- Identity of the guardian ad litem and contact information must be provided on the DHS-3217-A, Adoption Consent Request (Recruited Family or Competing Party).



ADM 840- WITHDRAWAL OF CONSENT FOR MICHIGAN CHILDREN'S INSTITUTE (MCI) WARDS

- After consent to adopt has been issued to an adoptive family, the family may file a petition to adopt with the court. If circumstances develop that cause the adoption worker to determine that adoption by the family who has received consent would not be in the best interests of the child, the adoption worker must document the reasons and immediately notify the Michigan Children's Institute (MCI) superintendent, or his or her designee that the consent request is withdrawn.
- Consent may be withdrawn at any time up until the court has issued an order terminating the rights of the Department of Human Services (DHS). If the court has issued an order terminating the rights of DHS and an order placing the child for adoption, the child is no longer under the supervision of MCI and the MCI superintendent, or his or her designee does not have authority to withdraw consent.



ADM 850-EXPEDITED CONSENT

Changes to Expedited Consent Criteria:

- The family has no foster home licensing investigations with a finding of rule noncompliance involving the care of a child or CPS investigations resulting in a finding of a preponderance of evidence of abuse or neglect
- When the family has unsubstantiated CPS investigations or licensing complaints involving the care of a child, the consent request should not be treated as expedited
- Consent requests that involve an adoptive placement in another state must not be treated as an expedited consent. These requests must be sent to the Michigan Children's Institute (MCI) superintendent's office for review. This includes consent requests when the child is already placed with the recommended family.



ADM 860-COMPETING PARTIES

More Than One Family Wanting to Adopt:

- If there is more than one family who wishes to adopt the same child, the BCAL-3130, Initial Foster Home/Adoption Evaluation, and DHS-612, Adoptive Family Assessment Addendum, or DHS-1926, Preliminary Family Assessment (RFF 1926), for all interested families must be submitted with the consent request packet utilizing the DHS-3217-A, Adoption Consent Request for Competing Parties (RFF 3217-A). The Michigan Children's Institute (MCI) superintendent may request additional information or actions prior to issuing a decision regarding consent.



CONTINUATION: ADM 860-COMPETING PARTIES

Adoption Subsidy Information:

- Each competing party family must be given information regarding the adoption subsidy program.



ADM 870-DENIAL OF MCI CONSENT TO ADOPT A SPECIFIC CHILD

Written Notice of Agency's Recommendation To Deny Consent:

- When a case conference is not requested within 14 calendar days of receipt of the denial form, the adoption worker must submit a copy of the DHS-605, Recommendation to Deny Consent, with the consent packet to the MCI office for review and written determination, regardless if a recommended adoptive family has been identified.

Case Conference:

- Participation or consultation with the Michigan Children's Institute for cases involving relatives, separation of siblings, or removal of a child from the home must occur.



CONTINUATION: ADM 870-DENIAL OF MCI CONSENT TO ADOPT A SPECIFIC CHILD

Final Recommendation of Adoption Agency:

- A copy of the child placing agency director or his/her designee's final written recommendation that was sent to the adoptive applicant(s) must be sent to the MCI.
- If the agency reverses its position and recommends the family for adoption, the BCAL-3130, Initial Foster Home/Adoption Evaluation, and DHS-612, Adoptive Family Assessment Addendum, must be updated to reflect the change in recommendation. If this affects the recommendation of another family, the agency must send a DHS-605, Recommendation to Deny Consent to notify the originally recommended family of this change.



CONTINUATION:
ADM 870-DENIAL OF MCI CONSENT TO ADOPT
A SPECIFIC CHILD

Section 45 hearing notification:

- The local DHS office and/or contract agency must immediately notify and provide a copy of any Section 45 Motions received from the court to the Michigan Children's Institute (MCI) office.





ADM 880-NOTIFICATION OF CPS, LICENSING COMPLAINTS OR CRIMINAL CHARGES

Complaints may raise concerns about the family's ability to meet the needs of the child and to safely care for the child. As soon as a licensing complaint involving the care of a child or a CPS investigation involving the prospective adoptive family is made, (prior to the Order Placing Child being issued), the adoption worker must immediately notify the MCI office. The consent request will be placed on hold until the investigation is completed. The adoption worker must complete an addendum to the family assessment including the investigation details, or finding and recommendations. The addendum must be forwarded to the MCI office and the worker must notify the MCI office when the consent process can continue.



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